Bill To:
Various State Agencies
Located throughout Idaho
Various, ID 83701

Various State Agencies

Statewide Blanket Purchase Order
CHANGE ORDER - 03

Statewide Blanket Purchase Order
SBPO1276 - 03

DELIVER TO: **State of Idaho Various Agencies**
Various State Agencies
located throughout Idaho
****
Various, ID 83701
bonnie.sletten@adm.idaho.gov

Date: Fri Aug 08, 2008
F.O.B: Destination
Terms:

VENDOR: **CORPORATE EXPRESS**
2756 S Cole Rd, Ste 120
Boise, ID 83709
Attn: Sales Manager
Vendor Nbr: 31029
Emailed To: kirk.scoresby@cexp.com
Phone: 208 377-1010
Fax: 208 377-1007
Account Number: P00000026727

Start of Service Date **Thu Nov 01, 2007**
End of Service Date: **Sat Oct 31, 2009**

Solicitation#: ITB03071
DOC#: PREQ13208

File(s) Attached:
○ **BondPaperBrandNameSchedule.doc**
○ **BondPaperSpecialTermsCondition.doc**
○ **STW_BondSpecification2007.rtf**
○ **AreasMap.doc**
○ **CorporateExpress_EWAY_TipSheet.pdf**
○ **BondPaperAward_Pricing070708.xls**

Buyer: DICK VOGEL   208-332-1605

[Assign/Manage pCard]

Item No	Description	Quantity UOM	Unit Price	EXTENSION
000	**BLANKET PURCHASE AGREEMENT (line item particulars follow)**	**1 lot**		**869185.00**
			Total:	**869185.00**

Blanket Comments:

This contract amendment and the provisions hereof are hereby attached to and made part of that State of Idaho contract number SBPO01276-02, dated July 22, 2008 ("Contract") for Delivery of Bond Paper, for the benefit of State of Idaho agencies, between Corporate Express, as "Contractor" and the State of Idaho as "State." Contractor and State hereby agree as follows:

All of the terms and conditions contained in the Contract shall remain in full force and effect, except as expressly modified herein. The effective date of this Amendment is July 7, 2008.

Correction of typographical error on attachment BondPaperAward_Pricing070708.rtf

NOTE: The actual dollar amount of the Contract may be more or less depending on the actual orders, requirements, or tasks given to the Contractor by the State or may be dependent upon the specific terms of the Contract.

………………………NOTICE OF STATEWIDE CONTRACT (SBPO) AWARD

Contract for Delivery of Bond Paper for the benefit of State of Idaho Agencies, institutions, and departments and eligible political subdivisions or public agencies as defined by Idaho Code, Section 67-2327. The Division of Purchasing or the requisitioning agency will issue individual releases (delivery or purchase orders) against this Contract on an as needed basis for a period of two (2) years, with three (3) one year renewal periods.

Contract Title:……………Delivery of Bond Paper
Contract Usage Type:……..Mandatory
Public Agency Clause: ……Yes
Contract Administration:…. Dick Vogel
---Phone Number:…………208-332-1605
---E-Mail:…………………dick.vogel@adm.idaho.gov

Contractor's Primary Contact
---Attn:……………………Kirk Scoresby
---Address:………………...3900 S American Way
---City, State, Zip:…………Idaho Falls, ID 83402
Phone Number:……………208-377-1010 extension 1740
Fax Number:………………208-535-1701
E-Mail:……………………kirk.scoresby@cexp.com

Alternate Contact
---Attn:………………….Customer Service
Phone Number:……………888-238-6329
Fax Number:………………888-664-3311

Second Alternate Contract
Caprice Burke
caprice.burke@cexp.com
800-337-9116

CONTRACTOR: Ship to the FOB DESTINATION point and BILL DIRECTLY to the ORDERING AGENCY. DO NOT MAIL INVOICES TO THE DIVISION OF PURCHASING. Notating the Contract Award Number on any invoices/statement will facilitate the efficient processing of payment.

Item No	Description	Quantity UOM	Unit Price	EXTENSION
001	**BOND PAPER CONTRACT AREA A** (645-21) (nt)	1 LOT	55895.00	55895.00
002	**BOND PAPER CONTRACT AREA B** (645-21) (nt)	1 LOT	700369.00	700369.00
003	**BOND PAPER CONTRACT AREA C** (645-21) (nt)	1 LU	112921.00	112921.00

General Comments:

QUANTITIES: The State of Idaho, Division of Purchasing can only give approximations of quantities and will not be held responsible for figures given in this document.

Order Placement:
Customer Service same as above
Or
By Electronic:
www.eway.com

Payment Address:
Corporate Express
PO Box 71217
Chicago, IL 60694-1217

THIS CONTRACT, (including any files attached), CONSTITUTES THE STATE OF IDAHO'S ACCEPTANCE OF YOUR SIGNED BID, QUOTATION, OR OFFER (including any electronic bid submission), WHICH SUBMISSION IS INCORPORATED HEREIN BY REFERENCE AS THOUGH SET FORTH IN FULL.

In the event of any inconsistency, unless otherwise provided herein, such inconsistency shall be resolved by giving precedence in the following order:

1. This Statewide Blanket Purchase Order document.
2. The state of Idaho's original solicitation document.
3. The Contractor's signed bid, quotation, or offer.

INVOICES MUST BE SENT TO THE IDAHO ORDERING AGENCY.

Instructions:
Freight / Handling Included in Price
1:
Eway is the online ordering site. The website is www.eway.com. For any user or agency to be set up online, all that is needed is to contact Corporate Express. The contact information is listed in the contract.

By: DICK VOGEL

JULY 7, 2008 STATEWIDE CONTRACT BOND PAPER PRICING

Area A: Major Points-Coeur d'Alene and Lewiston

Item	Color	Color	Basis	1 Carton Ream Price 10 rms	1 Carton Carton Price	10 Cartons Ream Price 100 rms	10 Cartons Carton Price	Pallet Ream Price 400 rms	Pallet Carton Price	Truck Ream Price 8400 RMS	Truck Carton Price
1	White DP	8.5 X 11	20#	$ 3.05	$ 30.50	10 cartons through truckload price are the same as the one carton price					
2	White DP	8.5 X 14	20#	$ 3.87	$ 38.68						
3	White DP*	11 X 17	20#	$ 6.29	$ 31.45						
4	White DP, 3-hole	8.5 X 11	20#	$ 3.22	$ 32.22						
5	Colored Bond, DP	8.5 X 11	20#	$ 3.92	$ 39.16						
6	White, Bond Recycled	8.5 X 11	20#	$ 3.40	$ 34.04						

AREA A COST FOR INSIDE DELIVERY		0		0		0		0

Area B: Major Points-Boise and Twin Falls

Item	Color	Color	Basis	1 Carton Ream Price 10 rms	1 Carton Carton Price	10 Cartons Ream Price 100 rms	10 Cartons Carton Price	Pallet Ream Price 400 rms	Pallet Carton Price	Truck Ream Price 8400 RMS	Truck Carton Price
1	White DP	8.5 X 11	20#	$ 2.90	$ 28.98	10 cartons through truckload price are the same as the one carton price					
2	White DP	8.5 X 14	20#	$ 3.68	$ 36.75						
3	White DP*	11 X 17	20#	$ 5.97	$ 29.85						
4	White DP, 3-hole	8.5 X 11	20#	$ 3.06	$ 30.60						
5	Colored Bond, DP	8.5 X 11	20#	$ 3.72	$ 37.20						
6	White, Bond Recycled	8.5 X 11	20#	$ 3.23	$ 32.34						

AREA B COST FOR INSIDE DELIVERY		0		0		0		0

Area C: Major Points-Pocatello and Idaho Falls

Item	Color	Size	Basis	1 Carton Ream Price 10 rms	1 Carton Carton Price	10 Cartons Ream Price 100 rms	10 Cartons Carton Price	Pallet Ream Price 400 rms	Pallet Carton Price	Truck Ream Price 8400 RMS	Truck Carton Price
1	White DP	8.5 X 11	20#	$ 2.90	$ 28.98	10 cartons through truckload price are the same as the one carton price					
2	White DP	8.5 X 14	20#	$ 3.68	$ 36.75						
3	White DP*	11 X 17	20#	$ 5.97	$ 29.85						
4	White DP, 3-hole	8.5 X 11	20#	$ 3.06	$ 30.60						
5	Colored Bond, DP	8.5 X 11	20#	$ 3.72	$ 37.20						
6	White, Bond Recycled	8.5 X 11	20#	$ 3.23	$ 32.34						

AREA C COST FOR INSIDE DELIVERY		0		0		0		0

PUBLIC AGENCY CLAUSE

Contract prices shall be extended to other "Public Agencies" as defined in Section #67-2327 of the Idaho Code, which reads: "Public Agency" means
any city or political subdivision of this state, including, but not limited to counties; school districts; highway districts; port authorities; instrumentalities of counties;
cities or any political subdivision created under the laws of the State of Idaho. It will be the responsibility of the "Public Agency" to independently contract with the
vendor and/or comply with any other applicable provisions of Idaho Code governing public contracts.

                    YES   X

* Item 3   White DP* 11 X 17 is 5 reams per carton

XEROGRAPHIC MUILTI-PURPOSE BOND
BRAND NAME BID SCHEDULE

ITEM I: **White DP 8.5 X 11**

_____

Corporate Express Brand

ITEM 2:   **White DP 8.5 X 14**

_____

Corporate Express Brand

_____

ITEM 3:   **White DP 11 X 17**

_____

Corporate Express Brand

ITEM 4:   **White DP, 3-Hole 8.5 X 11**

Corporate Express Brand

_____

ITEM 5:   **Colored Bond DP 8.5 X 11**

_____

Corporate Express Brand

IITEM 6:   **White, Bond Recycled 8.5 X 11**

_____

Corporate Express Brand

STATE OF IDAHO
STATEWIDE BOND PAPER CONTRACT
SPECIAL TERMS AND CONDITIONS

PRICE LIST ACCESS: At any time during the Contract and for a three (3) year period following the end of the Contract, the State reserves the right to request from the Contractor access to and/or a copy of the applicable price list used for the Contract's pricing basis for Contract pricing verification. Failure to provide the requested price list within three (3) business days following the State's request may result in Contract termination.

EXCEPTIONS TO USE: Unless this Contract is designated "optional use" or other exceptions to use are listed in the State's bidding documents, State agencies will obtain their requirements from this Contract. The State reserves the right to purchase property elsewhere on an emergency basis where delivery or minimum order requirements (including shipments with prepaid freight charges added) are restrictive or burdensome.

PAYMENTS - PURCHASING CARD: Payments for rentals and/or purchases under this Contract may be made by state agencies using the State of Idaho's MasterCard Purchasing Card (Pcard). The Contractor agrees to accept Pcard payments without any additions or surcharges. The State retains the option to use the state of Idaho Purchasing Card for the purchase of supplies or services listed in the contract in lieu of issuing a Purchase Order. The Contractor may receive orders by phone, facsimile or other forms of notification from authorized State employees. The State will not be responsible for orders placed by unauthorized employees. The Contractor may process a payment in the credit card network, **ONLY** upon shipment of supplies or performance of the services ordered by the State agency. For partial shipments or performance, the Contractor may process a payment only for the amount shipped or completed and NOT for the entire amount ordered by the State agency. Upon shipment or completion of the remaining order, the Contractor may process a payment request in the credit card network for the remainder of the order. The Contractor will receive payment through its merchant bank for credit card processing, within the time frame agreed upon between the Contractor and its merchant bank. The Contractor should expect normal processing fees from its merchant bank for payment card transaction which may not be passed on to the agency making the purchase.

RECORDS MAINTENANCE: The Contractor shall maintain or supervise the maintenance of all records necessary to properly account for all payments made to the Contractor for the costs authorized by this Contract. These records shall be retained by the Contractor for at least three (3) years after the Contract terminates, or until all audits initiated within the three (3) years have been completed, whichever is later.

AUDIT RIGHTS: The Contractor agrees to allow State and Federal auditors and State agency staff access to all the records relating to this Contract, for audit, inspection, and monitoring of services or performance. Such access will be during normal business hours or by appointment.

STATE OF IDAHO
STATEWIDE BOND PAPER CONTRACT

GENERAL SPECIFICATIONS

SIZE AND TRIM: Standard finish sheets of size 8-1/2" x 11" shall have a plus or minus tolerance of 1-3/2" for both directions. Each sheet shall be square to 1/32" diagonal variation. Adjacent sheets in a ream shall not differ any more than 1/32" in either direction. With one 8-1/2" side designated as the reference side or line, the opposite 8-1/2" side shall be parallel to the referenced side within 0.025", and the adjacent sides (long dimensions) shall be perpendicular to the referenced side within 0.025".

No. 1 Xerographic Multi-Purpose bond may be mill or private brand. It is preferred all bond be listed in the "The Competitive Grade Finder, Fourth Edition 2006/2007". Paper not so listed will be considered and evaluated by the Division of Purchasing to determine acceptability. Vendors submitting bids for paper not listed in the Grade Finder must submit with their bid, adequate documentation from the mill showing the paper bid meets or exceeds the minimum Grade Finder specifications and may be required to submit a maximum of 3 reams of paper for evaluation. **The Division of Purchasing will be the final authority on acceptability of paper.**

PACKAGING: 500 Sheets per ream, each package shall be completely wrapped and sealed against moisture. Each carton shall contain paper of one type and size only, the quantity of reams per carton for 8 ½" X 11", 8 ½" X 14", and 8 ½" X 11" 3 hole punch shall be ten (10) only. Each carton of 11" X 17" shall contain paper of one type and size only, the quantity of reams per carton shall be five (5) only. The shipping carton shall have no slack space that will allow crushing or distortion from palletizing or stacking.

WARRANTY: The paper shall not emit any obnoxious or irritating odor, nor release volatile gases in sufficient quantities to be harmful to human health when heated to temperatures normal in machine operations. The paper shall be free from defects and that may affect appearance or serviceability.

Xerographic Multi-Purpose bond to be designed for guaranteed performance in high-speed xerographic copiers, offset duplicators, high-speed printers, inkjet printers, and plain paper facsimile.

Paper shall not have curl, in excess of 15mm curl in machine direction and cross direction which may hinder its use for making copies on high speed major brands of copy equipment, including back-to-back and high-speed machine collating. The natural curl of the sheets shall be away from the wire side.

When notified of a problem, the contractor must respond to the agency no later than the next working day after notification. Investigation and disposition shall be completed within ten (10) working days after notification to the contractor by any participating state agency that the paper does not perform satisfactorily. Paper found to be unsatisfactory resulting from; deviations from requirements or inherent characteristics after investigation by State of Idaho, Division of Purchasing, shall be immediately replaced.

DELIVERY: The prices bid shall be the delivered price to any participating state agency

under this contract. All deliveries within a fifty- (50) mile radius of Coeur d'Alene, Lewiston, Boise, Twin Falls, Pocatello and Idaho Falls shall be F.O.B. destination. The Minimum shipment shall be 1 carton (10 reams) within the fifty- (50) mile radius. For all deliveries over a fifty (50) mile radius, from Coeur d'Alene, Lewiston, Boise, Twin Falls, Pocatello and Idaho Falls, the minimum shipment quantity qualifying for F.O.B. destination with all transportation and handling charges prepaid by the vendor shall be ten (10) cartons (100 reams). The ten cartons can be a mix of white and colored bonds. Any order for less than 10 cartons may be shipped with the freight prepaid and included as a separate item on the invoice, no additional costs will be added to the freight charge for any reason. All back orders will be shipped without charges.

Delivery will be shipped directly to the ordering agency at the location specified in the order. "F.O.B. Destination", shall mean delivered to the State Agency Receiving Dock or for agencies that do not have a central receiving dock the designated first floor receiving desk but not more than 30 feet inside of the building.

All deliveries 30 cartons or less within a fifty- (50) mile radius of Coeur d'Alene, Lewiston, Boise, Twin Falls, Pocatello and Idaho Falls shall be completed within five (5) working days after receipt of order. All deliveries thirty -30 cartons or more (except truckload) within a fifty -(50) mile radius of Coeur d'Alene, Lewiston, Boise, Twin Falls, Pocatello and Idaho Falls shall be completed within ten (10) working days after receipt of order.

All deliveries (except truckload) outside of the fifty - (50) mile radius of Coeur d'Alene, Lewiston, Boise, Twin Falls, Pocatello and Idaho Falls shall be completed within ten - (10) working days after receipt of order.

Truckload deliveries shall be completed in not more than forty five – (45) calendar days after receipt of order.

If there is an extra charge for delivery of the paper to the area of paper use, it must be listed in the fields identified in the bid schedule. The cost shall be identified as a cost per carton for categories 1 through 9 carton(s), 10 through 39 carton(s), pallet, and, truck load.

If ordered by an agency, the separate inside delivery charges must be prepaid and added to the invoice as a separate line item.

QUANTITY: The quantities listed in the bidding schedule were derived from the 2006 usage reports. The listed quantities cannot be guaranteed. The actual quantities ordered may be more or less.

PRICE ADJUSTMENT CLAUSE: Price shall remain firm for the first one hundred eighty – (180) days of the contract, except for decreases (see below for decreases).

Increases: After the first one hundred eighty – (180) days of the contract, prices may be increased only upon the approval of the Division of Purchasing and will be effective no sooner than one hundred eighty – (180) days after the previous price increase. Requests for price increases must be accompanied by documentation from the mill to justify the increase. Increases to the State shall not exceed the percent of increase from the mill to the contractor, and will be applied to the actual cost of materials only (not cost of packaging and delivery).

The Division of Purchasing reserves the right to accept an increase or cancel the contract. Increases shall become effective only on new orders place by state agencies after the effective date of the increase(s).

Decreases: The State shall be given the benefit of any price decrease after the first ninety (90) days of the contract and any ninety (90) days after the last price decrease. The contractor shall promptly notify the Division of Purchasing of the amount and effective date of each decrease. This decrease shall apply to orders placed on or after the effective date of the decrease. Invoices shall reflect prices in effect on the date the order was written.

Should such decreased prices again increase during the term of the contract, including extensions, the Division of Purchasing shall honor the increase if it does not exceed the original contract price and if acceptable documentation verifying the increase is submitted to the Division of Purchasing. The Division of Purchasing shall determine what documentation is acceptable.

REPORTS: The contractor will be required to submit, to the Division of Purchasing, quarterly reports that provide the following minimum information:

a. Usage reports by Public Agency and by Public Agency receiving location, indicating the types of paper received, total quantity of each type received and total cost of order.

   a.1. Public Agency as defined in Section #67-2327 of the Idaho Code, which reads: "Public Agency" means any city or political subdivision of this state, including, but not limited to counties; school districts; highway districts; port authorities; instrumentalities of counties; cities or any political subdivision created under the laws of the State of Idaho.

b. Custom reports that may be requested from time to time by the Division of Purchasing.

c. The report must be broken down by the three designated areas, A, B, and C.

Reports will be due to the Division of Purchasing at the end of the first full quarter (90 days) of the contract and each quarterly anniversary thereafter.

QUARTERLY ADMINISTRATIVE FEE: The contract prices to be paid by State of Idaho, State Agencies (including Political Subdivisions within the State of Idaho) shall be the prices bid by the Contractor plus one and one-quarter percent, (1.25%). The additional percentage shall represent the State's contract usage administrative fee. The administrative fee will be adjusted by the Division of Purchasing to the contract prices after the contract is awarded to the successful bidder. The Contractor shall remit to the State, an amount equal to the one and one-quarter percent (1.25%) of the Contractor's net (sales minus credits) quarterly Contract or Agreement sales. **Checks will be payable to; Treasurer, State of Idaho no less than quarterly.**

Reports will be due to the Division of Purchasing at the end of the first full quarter (90 days) of the contract and each quarterly anniversary thereafter. If the contract is awarded prior to the start of the quarter, the usage and administrative fee shall be included in the first full

quarterly report.

ORDERING AND BILLING The contractor will make available to State Agencies upon award of the contract an Internet-based direct order entry process and billing process. The contractor must provide training, either in an electronic tutorial, e-mail, hard-copy or verbal instruction to any agency, that so requests, within 30 calendar days of contract award. All training shall be at the expense of the contractor. The agencies that request training shall be informed of any updates of the direct order/billing process with ten (10) working days after the update in incorporated into the order/billing system.

The order/billing system must have the ability to generate a hard copy of the Agency's order or bill at the agency level.

Other desirable, but not required, features include order replication or repeats from a standard or previous order, order status inquiries, if the item is in stock and the number available at the time of order,

Cost centers or branch offices within an Agency may require separate invoicing as specified by each Agency. The Contractor's billing system shall be flexible enough to meet the needs of varying accounting systems in use by different Agencies. The Contractor must have the capability to accept credit cards for payment.

Bidder must describe in detail in their bid the order/billing system, the frequency of its billings (weekly, monthly, etc.) as well as provide examples of invoices currently in use. Bidder must also indicate whether flexibility of billing frequency is permitted amongst ordering agencies. For example, Agency X requests weekly invoicing, Agency Y requests monthly invoicing, and Agency Z requests per-order invoicing. Fully describe electronic billing capabilities as well as credit card payment procedures (including security of cardholder information)."

SPECIFICATIONS FOR WHITE XEROGRAPHIC MULTI-PURPOSE BOND

Items #1, 2, and 3 Xerographic Multi-Purpose bond.

```
SIZE......................8-1/2" X 11", 8-1/2" x 14", and 11" x 17"
BASIS....................20#, Long Grain
CALIPER..................0039 to .0043 Target .004
GRADE....................Number 1 Sulphite, Unwatermarked
SMOOTHNESS, Sheffield (Avg.)
  Wire Side...............170
  Felt Side............... 170
STIFFNESS (Taber)......... Machine Direction (MD) 2.4 and Cross Direction (CD) 1.25
COLORS...................White
BRIGHTNESS (Minimum)......92
OPACITY (Minimum).........88
CIE Whiteness……………145
MOISTURE (Minimum)........4.5 Average +/- .5%
```

Items #4 Xerographic Multi-Purpose bond. Standard 3/hole punched xerographic Multi-Purpose bond, 4-1/4" center to center on one 11" side, 5/16" diameter hole, centerline of holes shall be 3/8" (plus/minus 1/32") from the 11" vertical edge. The center hole shall coincide with the horizontal center line (plus/minus 1/32") of the sheet.

```
SIZE......................8-1/2" X 11"
BASIS....................20#, Long Grain
CALIPER..................0039 to .0043 Target .004
GRADE....................Number 1 Sulphite, Unwatermarked
SMOOTHNESS, Sheffield (Avg.)
  Wire Side............... 170
  Felt Side................. 170
STIFFNESS (Taber)......... Machine Direction (MD) 2.4 and Cross Direction (CD) 1.25
COLORS...................White
BRIGHTNESS (Minimum)......92
OPACITY (Minimum).........88
CIE Whiteness……………145
MOISTURE (Minimum)....... 4.5 Average +/- .5%
```

SPECIFICATIONS FOR XEROGRAPHIC MULTI-PURPOSE PURPOSE COLORED BOND

ITEM #5 Colored Multi-Purpose xerographic bond.

SIZE....................8-1/2" X 11"
BASIS...................20#, Long Grain,
Caliper   4.0
SMOOTHNESS, Sheffield (Avg.) 145
ACIDITY pH (Minimum)....5.5
OPACITY (Minimum).......88
MOISTURE (Minimum)...... 4.5 Average +/- .5%
Standard colors shall be, Blue, Buff, Canary, Goldenrod, Green, Ivory, Pink & Salmon,

SPECIFICATIONS FOR RECYCLED XEROGRAPHIC MULTI-PURPOSE BOND

Item #6 Number 1 Recycled xerographic Multi-Purpose bond. 10/20 RECYCLED
CONTENT, 20% Pre-consumer, 10% Post-consumer. Total: 30% Recycled.

SIZE.....................8-1/2" X 11"
BASIS....................20#, Long Grain.
CALIPER..................4.0
GRADE....................Number 1 Sulphite, Unwatermarked
ACIDITY pH (Minimum.......5.5
COLORS...................White
BRIGHTNESS (Minimum)......92
Whiteness   145
MOISTURE (Minimum)........ 4.5 Average +/- .5%

AREA
A

BOUNDRY, BONNER, KOOTENAI,
BENEWAH, SHOSHONE, LATAH,
CLEARWATER, LEWIS, IDAHO,
AND NEZPERCE COUNTIES.
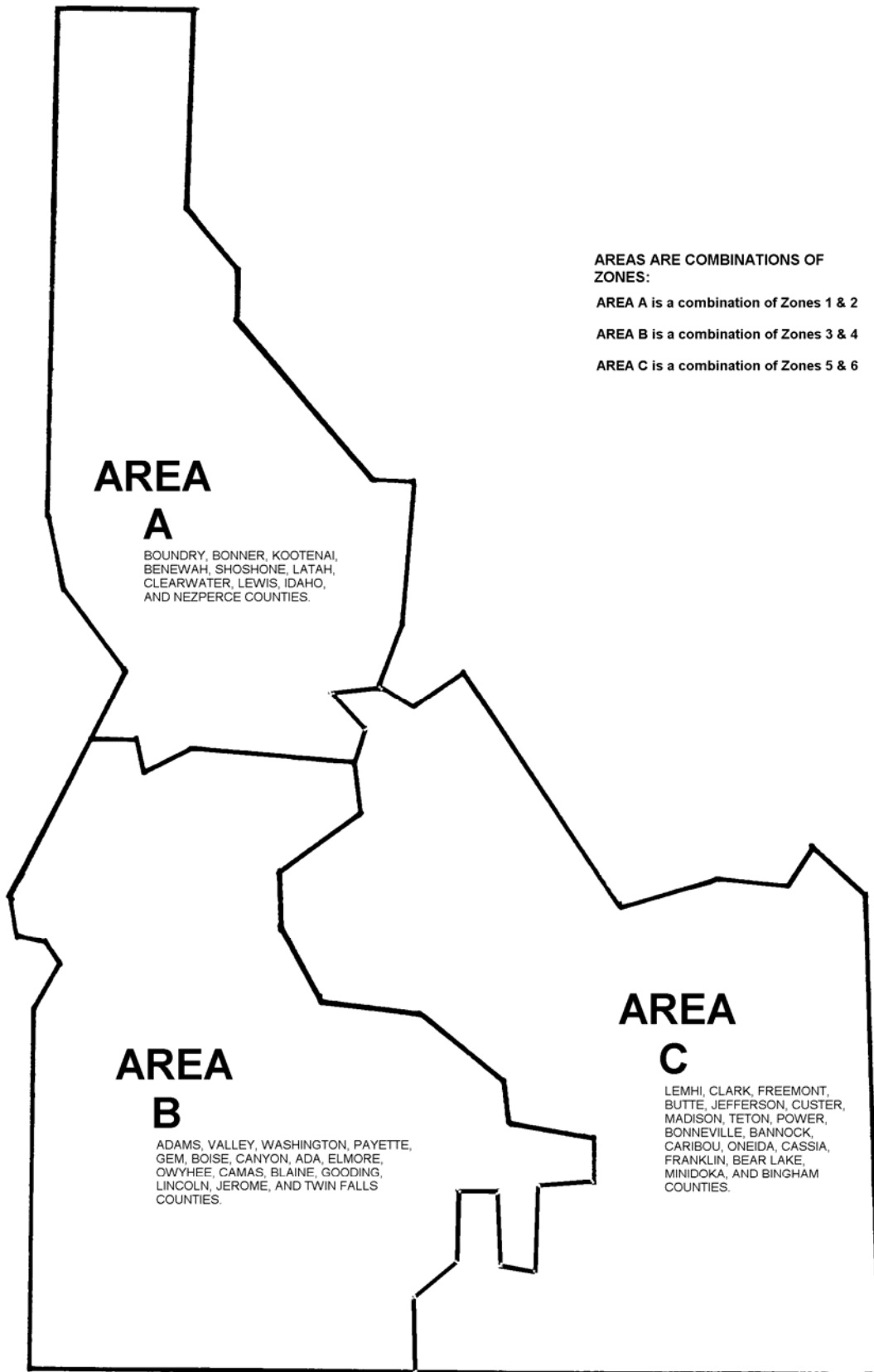
AREAS ARE COMBINATIONS OF ZONES:

AREA A is a combination of Zones 1 & 2

AREA B is a combination of Zones 3 & 4

AREA C is a combination of Zones 5 & 6

AREA
B

ADAMS, VALLEY, WASHINGTON, PAYETTE,
GEM, BOISE, CANYON, ADA, ELMORE,
OWYHEE, CAMAS, BLAINE, GOODING,
LINCOLN, JEROME, AND TWIN FALLS
COUNTIES.

AREA
C

LEMHI, CLARK, FREEMONT,
BUTTE, JEFFERSON, CUSTER,
MADISON, TETON, POWER,
BONNEVILLE, BANNOCK,
CARIBOU, ONEIDA, CASSIA,
FRANKLIN, BEAR LAKE,
MINIDOKA, AND BINGHAM
COUNTIES.

E-Way Tip Sheet

The E-Way Catalog is best viewed at 1024 x 768 resolution.

Accessing E-Way

1. Launch your Web Browser.
2. Click in the **Address** field.
3. Type www.eway.com.
4. Press the **Enter** key.

Logging in to E-Way

1. Enter your **User ID** in the field provided (your user id is case sensitive).
2. Enter your **Password** in the field provided (your password is case sensitive).
3. If you would like E-Way to remember your User ID, click in the **Save User ID** checkbox.
4. Click the **GO!** button to the right of the password field.

Note: The **first time** you log in, your password will be the **same** as your **User ID.** You will be prompted to change your password. Follow the instructions given.

Forgot Password or User ID

Use the **Forgot Password or User ID?** link on the Login Page to access the Password Reset. Follow the instructions given.

E-Way Navigation

The **Main Menu** is the primary method used to navigate throughout E-Way. The menu is divided into two sections, **E-Way Functions** and **E-Way Account/Support** options.

E-Way Functions

| Products | Toner & Ink | Order Status | Shopping Lists | Approvals | Specials |

Products – Click this button to access the online Catalog. In the online Catalog you can Browse by category, manufacturer, or accessory, or search by keyword and item number.

Toner & Ink – Click this button to access our Toner & Ink finder. This tool allows you to locate specific toner or ink cartridges to fit your business machines.

Order Status – Click this button to access your order history. This section allows you to complete a saved order, view your orders awaiting approval or locate a previously submitted order and view the real-time order status.

Shopping Lists – Click this button to create a new Shopping List or view available lists. Shopping Lists contain items you order frequently or on a regular basis. This feature is handy for bulk orders or if you have a preference for a particular brand or type of item.

Approvals – Click this button to view, approve or deny orders that are pending your approval.

Specials – Click this button to view Specials or Rebates available.

E-Way Account/Support

Home | My Profile | Support | Log Off

Home – Click this button to view your account's home page. The home page is a place for information and assistance. Many accounts have a customized home page to facilitate communication.

My Profile – Click this button to view or modify your Personal account Information, add or change Credit Cards (if enabled), enter Shopping Cart Default information, or Change your Password.

Support – Click this button to find phone numbers for assistance as well as submit a request for Customer Service, Technical Assistance, Special Orders, complete a Satisfaction Survey, or look for answers to typical E-Way questions.

Logoff – Click this button to close your E-Way session.

Shopping Cart Summary

The **Shopping Cart Summary** provides a quick overview of your order and allows you to navigate to the Shopping Cart at any time.

Cart $292.78
Items: 2
Order #:10182118

Go to Cart - Click the Go to Cart button to access the **Shopping Cart Items** line item entry screen.

Using Add to Cart

The **Add to Cart** button appears during the use of the **Catalog**, and Shopping List **Requisition** forms.

Add to Cart

To quickly add a quantity of **one** to your order, from the **Catalog** or a **Shopping List**, simply click the **Add to Cart** button displayed at the end of the item row. The item will be added to your **Shopping Cart**.

To add a quantity **greater than one** to your order, from the Catalog or a **Shopping List**, type a quantity directly into the **Qty** field. Then, click the **Add to Cart** button displayed at the end of the item row. The item will be added to your **Shopping Cart**.

Shopping Cart Items

The Shopping Cart Items screen is used to quickly add an item to your Shopping Cart.
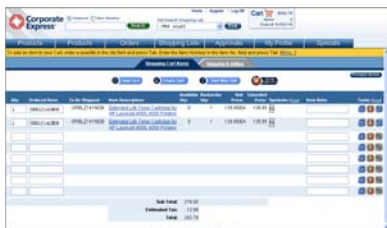
Quick Entry

To use the quick entry method you must first know the item number of the product you need. To add an item, complete the following steps:

1. Type in the quantity you desire in the **Qty** field and press your Tab key.
2. Type the item number in the **Item Number** field and press your Tab key.

E-Way will return an item description, available quantity, backorder quantity, unit price, and line item total. In addition, the **Shopping Cart Summary** will update to reflect the addition of the item to your Cart. When finished adding items, you can click the **Save Cart** or **Secure Checkout** button.

Shopping Cart Tools

While in the Shopping Cart, you will see the buttons below under **Tools** at the end of each line. You can use them to take a direct action on a specific line item. Click the **(Key)** link to view the full listing.

Delete – Deletes the corresponding item.

Add to List – Adds the corresponding item to the Shopping List selected in the Default Shopping List drop-down.

Related Items – Takes you to items that are related to the corresponding item.

Shipping & Billing

The **Shipping & Billing** screen contains custom **cost distribution** codes specific to your company. Order entry requirements may necessitate the capture of certain values such as Cost Center, GL Code, P.O. Number, Requisition Number etc. These custom code fields can be defaulted and locked, allow selection from a list of values, or allow freeform entry.

Note: **Any** cost distribution code that displays an asterisk * next to the field label indicates that a value is required before you can submit your order.

Change or Modify Shipping & Billing Information

1. Click on the **Search** button or **drop-down arrow** located to the right of the field you wish to change. If the field is **blank** and does not display a Search button, the field is considered a freeform entry field.
2. Using the Search screen, type in a full or partial value or description.

Note: If you do not know the type of values or possible descriptions for the custom code, leave the fields blank to return all possible values.

3. **If necessary**, click the **Reset** button at the bottom of the screen to restore the original settings prior to your changes. Otherwise, click the **Search** button at the bottom of the screen.
4. Click the **radio button** next to the value you want to use.
5. Click the **Select** button.

Save or Checkout

Clicking **Save Cart** will assign an order number and save your order for future processing.
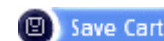
You can access your order later to modify or submit the order, using the **My Orders** link.

Clicking **Secure Checkout** will assign an order number and display an **Order Confirmation** page.

Clicking **Confirm Order** will **submit** your order to Corporate Express if no approval routing is required.

If approval is necessary, your approver will be notified via email of your pending order. If your order is missing data, messages indicating what needs to be completed will appear on the order confirmation. Use the **Back to Previous Page** button to return to the order, enter the missing data and Checkout again.

Products

The online **Product** Catalog features guided search & navigation, which allows you to browse using a variety of filters including Product Category, Manufacturer, EcOffice, Minority-Owned, items I Ordered Before, and many other product attributes.

The product catalog is easy to use and provides a host of useful features to guide you to the items that you want, quickly and easily:

- Filters and guided navigation
- Sort by price, manufacturer, and item number
- Hide or display product images
- Numbered page results
- Side-by-side comparisons
- Intuitive and helpful search suggestions

Selecting a filter from the left-hand navigation reduces the catalog to only items with that attribute, and filters can be added or removed until you've found exactly what you're looking for.

Locating an Item

Product Catalog Navigation consists of a series of filters displayed as links on the left side of the screen. These filters make finding the product you want quick and easy, just follow these steps:

1. Click the **Product** button in the E-Way menu.
2. Click on a **Product Category**, **Manufacturer**, or **EcOffice** product filter that best describes what you are looking for. Additional **sub-categories** will be displayed along with **top selling products** in the main category.
3. Continue to narrow your search by selecting filters in any combination.
4. If your results set is too small, click on the red checkmark next to any filter to remove it and expand your results.
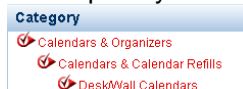
Item Details

For each item available, the Catalog will display a picture, the item name and manufacturer, the item number, a short item description, the unit price, and special icons where applicable. A full product description is also available by clicking the blue item description hyperlink.

Special Symbols

The name of the icon will appear when placing the mouse cursor on the icon. Or you can click on the icon to display the Symbol Legend.

Core Items – This icon indicates an item is listed on your specific contract and/or indicates better pricing based on best-value items.

EcOffice – These icons indicate items that are environmentally preferable compared to similar items in the same category.

MWBE – This icon indicates that an item is manufactured or distributed by a Minority or Women-owned Business Enterprise.

SKILCRAFT/JWOD – This icon designates an item produced by Americans with Disabilities.

Hazmat – This product is regulated by the US Dept. of Transportation. Shipping restrictions may apply.

Promotional Pricing – This icon indicates that an item is included in a marketing promotion.

OneShop Express – This icon indicates that a CE Specialty Business or Approved Vendor ships this item next day via 3rd party, which should result in a 2-3 day delivery.

Toner, Ink & Accessories

The **Toner, Ink & Accessories** section of the Catalog Navigation menu helps you find replacement parts or refills, such as ink cartridges and calendar pages, by searching for the device or container rather than the replacement.

1. Click the **Products** button in the E-Way menu.
2. Scroll down to the **Toner, Ink & Accessories** section of the left navigation.
3. Select the type of your **device** under **Toner, Ink & Accessories**.
4. Select the **model** of your device under **Toner, Ink & Accessories**. This will display all available accessories for that model.

E-Way Tip Sheet

The E-Way Catalog is best viewed at 1024 x 768 resolution.

Search

The E-Way **Search** function is always available at the top of the screen next to the site's logo.

You can search by **Keyword** or **Item Number**, or for a more customized search result, you can use the **Advanced Search**.

The **Keyword Search** can be a product type, or a more general description of a product group. For example, typing in the word "pens" will return a list of all pens as well as a listing of items with the letters p-e-n-s in the description.

To Search for an item using a description, follow these steps:
1. Click the radio button next to Keyword.
2. Type a brief description in the field provided.
3. Click the **Search** button or hit the Enter key.

The **Item Number** Search allows you to search for a product by a full or partial Item Number.

To Search for an item using an item number, follow these steps:
1. Click the radio button next to Item #.
2. Type a full or partial item number in the field provided.
3. Click the **Search** button or hit the Enter key.

For a more customized search, click the **Advanced Search** link. You can narrow results by entering a **Product** description, a full or partial **Item Number,** and/or **Manufacturer Name**.

You can further narrow your results by selecting one of the optional **Filters** displayed by clicking the check box next to the desired attribute.

Click to generate your search results or to start over.

Shopping Lists

Shopping Lists contain items you order frequently or on a regular basis. This feature is handy for bulk orders or if you have a preference for a particular brand or type of item.

Always available at the top of the screen, the **Default Shopping List** function contains all of your existing shopping lists, as well as options to create a new list and search your existing lists.
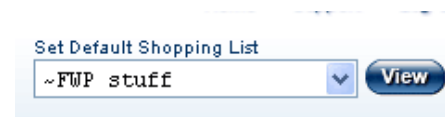
Order from List

To place an order from an existing list:
1. Select the list you want from the drop down.
2. Click the button.
3. Locate the item you want to order, enter a quantity and click the button.
4. Click the button to continue shopping or .

Create a New Shopping List

To create a new Shopping List, complete the following steps:
1. Click the **Create New List** link under on the Default Shopping List drop-down.
2. Fill in the required **List Name** field.
3. You can begin populating your list by filling in the **Qty** and **Item No.** fields, or simply click the button to save a blank list.

To add items from the catalog to your new list:
1. Set the list as default by selecting it in the **Default Shopping List** drop-down.
2. Add items to your new list by clicking the **Add to List** link from the catalog.

Search Shopping Lists

To search for a specific list, click **Search Lists** link under the Default Shopping List drop-down, and complete the search form.

Shopping List Tools

Click the Shopping Lists button on the E-Way menu to access the **Shopping List Edit Mode**.

Shopping Lists

From this screen you can **view**, **create**, **edit**, **search**, and **delete** lists as well as **set a default** shopping list.

The following tools appear at the end of the line for every list:

Set as Default – This action will set the selected list as your default list, allowing you to add items to it from the Catalog.

Edit List – This action will display a screen for editing, modifying, or adding items in the selected Shopping List.

Copy to Cart – This action will copy **all** items from the selected list and add them to your current Shopping Cart.

Delete – This action will delete the corresponding list.

You can always click the **(Key)** link to view the symbol legend.

Add Entire List to Cart

To add an entire list to your cart, complete these steps:
1. Locate the list you would like to add and click the **Copy to Cart** button in the right-hand column.
2. Your Shopping Cart will then be displayed with all the items from your Shopping List.

Add Items to Cart from List

You can also select individual items from your Shopping List to purchase.

1. Click on the **List Name.**
2. Locate the item you want on the list and enter the **Qty** you want.
3. Click the **Add to Cart** button to add the item to your cart.
4. When you are finished adding items from your Shopping List, click the **Proceed to Checkout** button to review the entire order.

Order Status

The **Order Status** screen is used to retrieve orders you have created on the E-Way system. Orders displays the following two tabs:
Saved, Denied, Pending
Submitted

Saved, Denied, Pending | Submitted

By default, each tab will display the **last 10 orders** you have placed or created. If there are more than 10 orders within the past 90 days, **Next** and **Previous** buttons will appear at the bottom of the screen to allow viewing of additional orders.

Orders Tools

Edit Order – This action will display a screen for editing, modifying, or adding items to the selected Order. **Note**: Submitted orders cannot be edited.

Copy to Cart – This action will copy all items from the selected order and add them to your current Shopping Cart.

Delete – This action will delete the corresponding order. **Note**: Submitted orders cannot be deleted.

Returns – This action will populate a Request for Return form with information and items from the order selected. **Note**: Only Submitted orders can be returned.

Search Orders

To locate an order in **Orders**, click the **Filter Orders** button to access the search form. You can search by Order Status, Order Number, Order Name, Item Number and any of your custom billing fields. Click the **Filter Orders** button at the bottom of the form to display your search results.

Print an Order

Locate the order you would like to print from the **Orders** screen and click on the blue order number hyperlink. This will open a new window containing all the order information.
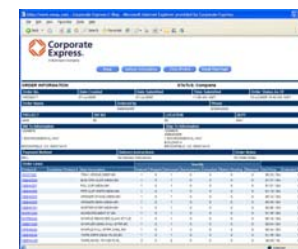
Now simply click the **Print** button, or use your browser's Print function.

E-Way Tip Sheet

The E-Way Catalog is best viewed at 1024 x 768 resolution.

Orders

Order Status and Delivery Confirmation

To view or print Order Status and Delivery Confirmation information, complete these steps:

1. On the **Orders** page click the **Submitted** tab.
2. Locate the order you want to check.
3. Click on the order number hyperlink. This will open a new window containing all the order information.
4. Click the **Delivery Information** button. This will take you to the information for each carton.

5. To view only one carton at a time, click on the Carton number hyperlink.

You can print this page for your records using the **Print** button, or use your browser's Print function.

Returning an Order

Using the **Submitted** tab under **Orders** you can chose to return an entire order at once, or return only selected items.

Locate the order that needs to be returned by using the scroll bar, or by Filtering the orders.

Click the **Returns** button at the end of the row.

Section 1 – the **Request for Return** Form will open and auto-populate fields based on the order selected.

To return an entire order:
Section 2 – click on the radio button next to: **I wish to return the entire order**.

To return part of an order:
Section 2 – click on the radio button next to: **I am returning a partial order**.
Click the check box next to the item for return and enter a quantity in the **Return Qty** field.

Enter a reason for return.

Section 3 – use the radio buttons to select the **Pickup** location.
Section 4 – indicate a method of contact: **Email**, **Phone** or **Fax**.
Section 5 – enter any comments.
Click the **Submit** button.

Approvals

Orders that require approval will generate an email notification automatically that will be delivered to the appropriate approver. An approver will use the **Approvals** screen to manage this process.

Approvals

To access this screen click on the **Approvals** button on the E-Way menu.

View Orders Awaiting Approval

To view orders awaiting your approval:

1. Click the **Approvals** button in the E-Way menu. The Approvals window will display, containing a list of all orders awaiting your approval.
2. Click the **Order Number** link of the order you need to review.

Approve or Deny an Order

To approve or deny an order, complete the following steps:

1. Click the radio button to the left of the order you need to approve or deny.
2. Click the **Approve Selected Order** button, or the **Deny Selected Order** button at the top of the screen.

Support

You can get **Fast Answers** to your questions right in E-Way or you can submit an online form to Corporate Express to request assistance. To access these, click the **Support** link on the E-Way menu.

Home | Support | Log Off

Look for helpful information on the **Fast Answers** tab.
Find the right phone number to call when you have questions on the **Contact Us** tab.
To send an email to a **Customer Service** representative, click on the **Customer Service** button.
To submit a request for **Technical Assistance**, click on the **Technical Help** button.
To complete a **Survey** about your experience using E-Way, click on the **Satisfaction Survey** button.
For assistance with **Special Orders** click on the **Special Orders** button.
To return an order, click the **Returns** button.

Important Numbers

You may contact the **Customer Experience Center** at **1-888-CE-TODAY** with any question you have about E-Way.